



MICHAEL J. BAKALIS

COMPTROLLER
STATE OF ILLINOIS

September 5, 1978

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217/782-6000

PAYROLL BULLETIN
(5-78)

TO: All State Agencies, Departments, Boards,
Commissions and Universities

SUBJECT: Lump Sum Payments not Subject to Employee Retirement Contributions.

Beginning with the November 1-15, 1978 pay period lump sum payments not subject to employee contributions to retirement may be paid on the same voucher with regular wages but they must be placed in box 43 of the payroll voucher, not in the overtime column. Magnetic tape agencies must place these payments in positions 759 through 765 on the tape. These lump sum payments must be included in the gross pay amount. The formula that should be used is base pay + overtime + lump sum payments not subject to employee contributions to retirement = gross pay.

It is very important that the fields on the payroll voucher and magnetic tape be used to separate these lump sum payments from payments that are subject to employee retirement contributions. One of our normal edits is to compute the employee contribution to retirement. If these payments are not in the correct place on the voucher and tape it will result in an error and cause a delay in processing the payroll.

If you have any questions concerning this bulletin please call me at (217) 782-4758.

Very truly yours,

A handwritten signature in cursive script that reads "Daniel S. Steven".

Daniel S. Steven
Payroll Supervisor

DSS:kc